

## SNP Administrative Review Findings

## Northwest Hendricks Schools (3295)

## Program Year 2018

## Northwest Hendricks Schools (3295)

104 North Church St.  
Lizton, IN 46149-0070

## Food Service Contact

Ms. Liz Schmitt  
Food Service Director  
(317) 994-4262  
FSMC: Aramark

## Executive Contact

Mr. Mike Springer  
Superintendent  
(317) 994-4100

No. of Sites / Reviewed: 5 / 1

Month of Review: April 2018

## Commendations

- \* Review materials were well organized and readily available.
- \* A nice variety of all food components was noted at Pittsboro Elementary.
- \* Staff was friendly and eager to learn, asking very good questions throughout the review process.

## Certification and Benefit Issuance - Northwest Hendricks Schools (3295)

## 138. Updating Benefits Issuance documents accurately, timely?

**Finding 9030: Benefits issuance documents not always updated accurately in a timely manner.**

Changes in eligibility as a result of verification, resubmitted applications, new students, transferred students, or withdrawn students occurred during the review period. Benefits issuance documents were not always updated accurately or within required timeframes.

**Corrective Action:**

The sponsor will work with their POS software company and contact-person to ensure benefit issuance documents are updated on a regular basis. Additional response not required.

**Technical Assistance:**

The reviewer discussed the requirement to ensure benefit issuance documents are kept current.

## 140. Direct Certification – update Benefits Issuance documents accurately, timely?

**Finding 9032: The SFA did not make timely and accurate changes to the benefit issuance documents upon receipt of direct certification updates.**

One household approved for DC reduced was given free benefits. This error was believed to have been a clerical error occurring during manual entry of DC matches.

**Corrective Action:**

The sponsor will implement an electronic upload of direct certification matches and spot check them to ensure the benefit was issued correctly. Additional response is not required. Fiscal action for all certification and benefit issuance errors is waived for both breakfast and lunch since the violation is less than \$600.

**Technical Assistance:**

A system to ensure benefit issuance accuracy was discussed the day of review.

## Verification - Northwest Hendricks Schools (3295)

## 214. Student eligibility change due to verification – update Benefits Issuance list?

**Finding 9047: Change in benefit levels due to Verification results not changed within required timelines.**

When a student's eligibility status was reduced due to verification, the household was not given 10 days' notice before the benefits were reduced. The date of reduction was the date of the letter.

**Corrective Action:**

The sponsor will ensure 10 calendar days' notice will be given to households whose benefits will be reduced. Additional response not required.

**SNP Administrative Review Findings****Northwest Hendricks Schools (3295)****Program Year 2018****Technical Assistance:**

Verification requirements were discussed the day of review. The FSD will also attend certification, benefit issuance, and verification training in a few weeks.

**General Program Compliance - Northwest Hendricks Schools (3295)**

*1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?*

**Finding 9000: Other Finding**

The wellness policy does not appear to address all requirements (i.e., nutrition guidelines for food sold and food and beverage marketing).

**Corrective Action:**

Per the sponsor, a new committee is in the process of being formed. The committee will again review the policy and ensure there are at least two specific goals for each wellness policy topic as required. The food service director will keep the reviewer posted as to projected dates for the policy review. Additional response not required.

**Technical Assistance:**

The sponsor was reminded to ensure the evaluation of the policy is completed by the full committee. The evaluation was recently conducted and will be posted for public viewing on the school's website.

**SNP Administrative Review Findings****Northwest Hendricks Schools (3295)****Program Year 2018****Pittsboro Elementary School (2725)**

104 North Church St.  
Lizton, IN 46149-0070

**Food Service Contact**

Ami Ball  
Kitchen Manager  
(317) 994-2059

Month of Review: April 2018

Date of Onsite Review: May 9, 2018

**Meal Components & Quantities - Pittsboro Elementary School (2725)**

404. DOR - signage explaining reimbursable meal near/at beginning of service line?

**Finding 9000: Other Finding****Technical Assistance:**

Signage did not advertise water in lieu of milk; however, water was stored in the milk cooler for students to purchase. The reviewer advised moving the water to a different location as some students appeared to be choosing to purchase water rather than selecting milk as part of the meal.

500. DOR - OVS properly implemented, meals with insufficient portion sizes counted for reimbursement? Enter data.

**Finding 9000: Other Finding****Technical Assistance:**

The reviewer discussed OVS requirements for breakfast and lunch with the cashier. Additionally, the reviewer gave tips for estimating fruit and vegetables portions self-served by students.

**General Program Compliance - Pittsboro Elementary School (2725)**

1408. Temperature logs available?

**Finding 9149: Temperature logs unavailable for review.**

Department of Health requires each school in the SFA to maintain temperature logs for a period of 5 years. Temperature logs were unavailable for the month of April.

**Corrective Action:**

The sponsor will ensure food and equipment temperature logs are maintained for a minimum of 5 years. Additional response not required.

**Technical Assistance:**

The state's record retention fact sheet was sent to the FSD the day of review.

1502. Records retained for 3 years?

**Finding 9000: Other Finding**

The sponsor is not retaining completed production records for the minimum time as required by Indiana State Board of Accounts. Production records were kept in a binder but were discarded once the binder was too full. Production records were only available back to October.

**Corrective Action:**

The sponsor will maintain production records going forward for a minimum of 5 years. Cafeteria managers for all schools will be informed of the requirements. Additional response is not required.

**Technical Assistance:**

The sponsor was given the record keeping fact sheet the day of review as a resource to ensure records are kept for the required timeframe.



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***Program Year 2018***

**Northwest Hendricks Schools (3295)**